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Chief, Management Staff

19 December 1956

Chief, OAM Staff (ID/S Area)

Work Report for Period 13 December 1956 through 19 December 1956

1. Accomplishment

- a. MS 5-1E, Comptroller, Study of Technical Accounting Staff. The staff was found to be inadequate in size. Recommended that the TAS mission and functions be more specifically defined; [redacted] be reviewed and revised to delineate TAS responsibilities from those of other ID/S senior elements; and that TAS refer back to the originator for re-assignment to the staff having major interest any project not qualifying as a major responsibility of TAS. [redacted] - DE/S)

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- b. MS 6-19, OTR, Re-evaluation of OTR Clerical Training Study completed. [redacted] - ID/S)

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- c. A consolidated Project Control and Completion Report for Management Staff assignments was coordinated. This form can be used by the OAM, Records Management and Business Machine Staffs. One form is eliminated by the consolidation. [redacted] - ID/S)

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- d. Determined that annual leave forfeited by Agency vouchered personnel for calendar year 1955 amounted to 24,367 hours. [redacted] - DE/S)

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2. Assignments (Active)

Target Date

- a. MS 6-68, Comptroller, Review of Work Measurement System. [redacted] - DE/S)

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24 December 1956

- b. MS 1090, OS, Request for Additional Four (4) T/O Positions and Ceiling. [redacted] - DE/S)

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10 January 1957

- c. MS 1131, OS, Request for T/O changes involving 7 transfers, 2 UV to V, 7 changes in position title and 4 upgradings. [redacted] - DE/S)

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15 January 1957

- d. TAS/Comptroller, Analyze [redacted]

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[redacted] - DE/S)

24 December 1956

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- e. Preparation of Management Staff Annual Accomplishment Report. [redacted] - DE/S)

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15 January 1957

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~~SECRET~~**3. Assignments (Inactive)****Target Date**

25X1A9A	a. MS 5-38, T/O System Analysis, Manpower Control. [ ] - DD/E)	15 January 1957
25X1A9A	b. MS 6-49, OTR, Study of OTR Language and Area Instruction. [ ] - DD/E)	31 January 1957
25X1A9A	c. MS 6-66, Comptroller, Music System Proposed for Payroll Branch. [ ] - DD/E)	15 January 1957
25X1A9A	d. MS 6-67, Mechanism for Reporting and Control of Personnel (Headquarters & Field) and for the Maintenance of Firm Controls for Headquarters Ceiling [ ] - DD/E)	15 January 1957
25X1A9A	e. MS 6-72, OTR, Review OTR Library Facilities. [ ] - DD/E)	26 February 1957

**h. Training**

None

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